



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT HUMAN RESOURCE DEVELOPMENT	POLICY NO. 111.3	EFFECTIVE DATE 04/01/96	PAGE 1 of 2
APPROVED BY: Original signed by: ARETA CROWELL Director	SUPERSEDES N/A	ORIGINAL ISSUE DATE 04/01/96	DISTRIBUTION LEVEL(S) 1, 3

PURPOSE

- 1.1 To provide Los Angeles County Department of Mental Health (DMH) policy in compliance with the 1995 California State Health and Welfare Institutions Code, Title 9; Los Angeles County Code, Title 5, Civil Service Rules, Personnel Administration Handbook; the Federal Fair Labor Standards Act; and Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation requirements for Human Resource Development

POLICY

- 2.1 It is the DMH policy to recruit, hire, and retain an effective workforce that is representative of the County's population and is responsive to the needs of the mentally disabled.
 - 2.1.1 Positions requiring special licenses and/or experience are reviewed for assurance of this compliance.
 - 2.1.2 Licensed professional staff are required to keep their licenses current, if that is required for their position.
- 2.2 DMH complies with all Federal, State, and local mandates regarding Human Resources.
- 2.3 DMH will not discriminate with respect to race, color, religion, sex, national origin, age, or disabilities.
- 2.4 Personnel policies and confidential employee records are maintained, reviewed, and updated regularly.
 - 2.4.1 Employee evaluations are required to be performed annually by the employee's supervisor and kept in staff's personnel file.
 - 2.4.2 Current job descriptions which describe duties to be performed are maintained for staff.
- 2.5 Training
 - 2.5.1 DMH provides extensive training opportunities for staff, consumers, family members, and contract provider agency staff.



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2.5.1.1 Quarterly training bulletins listing required and special trainings are distributed Countywide. The majority of the classes listed in the Training Bulletin also offer CEU credits.

2.5.2 The Training Division is required to keep and maintain accurate records of all trainings and attendees. Staff attendance is recorded on attendance lists.

2.5.3 DMH staff are encouraged to further their education; and reasonable accommodations are provided for that effort. Upon approval, advanced education tuition reimbursement opportunities are available.

AUTHORITY

1995 California State Health and Welfare Institutions Code, Title 9
Los Angeles County Code, Title 5, Civil Service Rules, Personnel Administration Handbook
Federal Fair Labor Standards Act
Commission on Accreditation of Rehabilitation Facilities Requirements.